

Internal/External
STATE OF MONTANA JOB VACANCY

Department of Corrections/MONTANA STATE PRISON
600 Conley Lake Road
Deer Lodge, MT. 59722
An Equal Opportunity Employer

July 1, 2008

Job Title:	Medical Secretary	Position No.:	39331
Division:	Montana State Prison	Pay Band:	3
Location:	Deer Lodge	Bargaining Unit:	None
Status:	Permanent, Full-Time	Supplement:	Yes, Authorization to Release
Salary:	\$10.27 New to State Government – \$12.838 /hr DOE	Hours:	8:00 a.m– 4:00 p.m. M-F

Application Deadline: Applications may be returned to any local Job Service Office or Montana State Prison by email, fax or hard copy.

Human Resources
600 Conley Lake Road
Deer Lodge, MT 59722

fax: (406)846-2950

email: whislop@mt.gov

No later than 5:00 p.m. July 18, 2008

Application materials are available on the web at www.mt.gov.

Special Information: Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to respond in the event of an emergency; able to work under stressful and potentially dangerous conditions. Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

Typical Duties Compiles and maintains patient medical records to document condition and treatment and to provide data for research, cost control and care improvements. Processes patient admission and discharge documents and enters new inmates into the medical database ensuring newly received inmates are scheduled to see a provider upon admission. Obtains records from other facilities/providers in a timely manner and ensures they are available to providers to ensure effective patient health care needs and avoid duplication of costly. Ensures records for inmates transferring or discharging are transferred to the appropriate agency to ensure continuity of care. Reviews records for completeness, accuracy and compliance with regulations, including national chronic disease guidelines, medical confidentiality regulations and guidelines established by the state Medical Director for patient records. Develops and maintains a record retrieval system to transfer and store patient records to ensure that health information transfers with an inmate as he moves within the statewide correctional system from adult secure care through community corrections system to ensure consistent care and avoid duplication of expensive and unnecessary medical procedures. Protect the security of medical records to ensure that confidentiality is maintained. Release information to persons and agencies in compliance with regulations and consultation with agency legal staff. Responds to requests for information from various sources regarding confidential inmate health records, answers correspondence directly and drafts responses for administrative personnel. Monitor intake procedures and specialty services as part of the Continuous Quality Improvement Process by compiling data on these areas and creating monthly/quarterly reports reflecting quality of service, barriers to care and suggestions for improvement. Create and maintain a written tracking system and computerized data base utilizing flow charts, graphs, check sheets, etc. to assist that Assistant Director of Nursing/Quality Improvement Coordinator in monitoring the delivery of health services. Assist the DON or nursing supervisor with general administrative support duties including drafting policies, letters and correspondence including professional contracts, compiling minutes of monthly meetings, reviewing and routing mail appropriately. As part of a team, assists with managing and directing the daily schedule for medical providers, both on-site and off-site, to ensure all patients are seen within timelines set by national prison health care standards and the provisions of the settlement agreement between the state of Montana and the Department of Justice/American Civil Liberties Union. Ensures that all patients referred by nursing to a physician's assistant or doctor are seen within the established time frame. Confers with the Director of Nursing to ensure patients referred by nursing are appropriately triaged and scheduled accordingly. Follows up on appointments daily to ensure all patients scheduled were seen, determine if there are barriers to access; adjusts schedule accordingly and brings any problems to immediate attention of DON or administrator. Must be able to identify any problems immediately and develop procedures to implement administrative policy and directives in this area. Requires ability to juggle priorities and rearrange schedules to meet the needs of a 24/7 medical operation taking into account any emergencies that occur always keeping in mind the requirements of the settlement agreement and the standard that all inmates are entitled to care.

Qualifications: Thorough knowledge of medical terminology and office management practices and procedures. Ability to operate a personal computer with word processing and data base capabilities and the knowledge and ability to use computers to create data bases, forms, spreadsheets and various reports. The ability to work under pressure with accuracy is critical as is the ability to prioritize workload and meet court-mandated deadlines. Should have a good memory and an ability to handle stress associated with juggling multiple priorities and potential life and death situations under extreme deadlines. Ability to deal effectively with administrative detail, complex and confidential information. Maintain effective working relationships with other managers, medical professionals, employees, other agencies, the public and inmates. Ability to take the initiative to facilitate work and make decisions independently, to act with initiative, good judgment and minimum supervision. Follow written and oral instructions explicitly and perform accurate and thorough work.

Education and Experience: The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a 2 year job-related college or technical training in the medical/health information or office management certification and one - two years of job related work, including computer usage using Excel, Access and Word.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406) 846-1320.

Equal Employment Opportunity Employer: This facility does not discriminate on the basis of disability or other legally prohibited basis. Upon request, reasonable accommodations will be provided to enable an applicant with a disability to apply and interview for a position.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Application and Selection Process:

Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. **Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ** HIRING AUTHORITY DOES NOT RECEIVE THIS FORM DUE TO REQUEST FOR DATE OF BIRTH. ****

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Compensation: This position is classified at a band 4 on the State of Montana broadband pay plan. The salary is \$10.27-\$12.838/hr depending upon experience. Eligible state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employees Retirement System, 15 working days annual leave, 12 working days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care. Successful applicant will be required to complete a six-month trial/probationary period.

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**DEPARTMENT OF CORRECTIONS
REFERENCE AND CRIMINAL BACKGROUND CHECK
AUTHORIZATION FORM**

Applicant's Name: _____
(Please print or type)

Previous names (i.e. maiden name, previous married names) _____

Social Security Number: _____

Date of Birth: _____

List states where you have resided: _____

TO WHOM IT MAY CONCERN: As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? _____

If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

Jurisdiction: _____

Date of Conviction: _____

This authorization shall be valid and effective for one year from the date signed.

Date: _____

Applicant Signature _____